

**STATE OF LOUISIANA
OFFICE OF FINANCIAL INSTITUTIONS
Baton Rouge, Louisiana**

REPOSSESSION AGENT/APPRENTICE APPLICATION INSTRUCTIONS

A Repossession Agent Application must be submitted for each person who meets the definition of a Repossession Agent.

LAC 10:XV.1301 defines Repossession Agent as follows: *"an individual who physically obtains possession of collateral for a secured party and engages in business or accepts employment to locate or recover collateral registered under the provisions of the Louisiana Vehicle Certificate of Title Law, R.S. 32:701 et seq, which has been sold under a security agreement or used as security in a loan transaction. Included in this definition are secured creditors' employees who repossess collateral pursuant to the "Additional Default Remedies Act."*

LAC 10:XV.1303.E.3 states" *"No repossession agency shall sponsor more than one apprentice for every two licensed repossession agents at any one time."*

ATTACHMENTS:

- ☐ **FEES:**
 - \$400 application fee (Regular Agents and Apprentices only.)
 - \$39.25 background processing fee
- ☐ **APPLICATION:**
 - Complete application signed by an authorized company representative and notarized
- ☐ **BACKGROUND INFORMATION INCLUDING:**
 - **AUTHORITY TO OBTAIN INFORMATION FROM OUTSIDE SOURCES FORM:**
This form must be completed and signed by each Repossession Agent/apprentice applicant and notarized. Information contained in this document is kept confidential.
 - **FINGERPRINT CARDS:** Include 2 non-duplicated cards
 - **LOUISIANA STATE POLICE CRIMINAL IDENTIFICATION AND INFORMATION FORM:**
Louisiana State Police will not process incomplete forms. Incomplete forms will be returned. (Form included with application.)
- ☐ **PROOF OF EMPLOYMENT:**
 - Submit evidence of two years experience as a repossession agent or apprentice within the previous three years as per LAC 10:XV. 1303(D)(d). Each year of experience shall consist of at least 1,000 hours of actual compensated work performed by the applicant with a repossession agency preceding the filing of an application. An applicant shall substantiate the claimed hours of experience by providing IRS forms, W-2's, and/or 1099's and the exact details as to the character and nature of duties by written certifications from the employer as per LAC 10:XV. 1303(F). (Sample letter included with application.)
- ☐ **PROOF OF BEING A CERTIFIED RECOVERY SPECIALIST:**
 - Submit proof of designation as a certified recovery specialist from a recognized national certification program as per LAC 10:XV.1303(C)(1)(f). (Listed on last page of application).
- ☐ **COPY OF DRIVER'S LICENSE:**
 - Submit a clear, legible copy of your current driver's license. This number will appear on your ID card. The address should match the address listed on Attachment D.

For questions regarding this application please contact the Non-Depository Division Licensing Department:
225-925-4660 or ofilicensing@ofi.la.gov or Fax: (225) 922-2860.

REPOSSESSION AGENT/APPRENTICE APPLICATION

1. Complete Name of Applicant: _____

Phone Number: Business (____) _____ Fax (____) _____

Cell (____) _____ E-Mail address: _____

2. (a) Name of Employer : _____

(b) Municipal Address of Main Office:

3. Submit your work experience and residential address. (See attachments C and D)

4. Type of License:

- ☐ Qualifying Agent (Do not submit separate fee)
☐ Repossession Agent
☐ Apprentice

EMPLOYER CERTIFICATION

(Must be completed by the authorized employer representative)

I hereby affirm or attest that (Agent Name) _____

is a/an ☐ owner ☐ W-2 employee of (Company Name) _____ and

will be acting on the company's behalf as a Repossession Agent/Apprentice. I also affirm that he/she **ONLY** engages in repossession activities for this company. I further affirm that he/she is covered under the company's surety bond.

Signed this _____ day of _____, 20_____.

(Signature of authorized Company Representative)

(Print Name and Title)

* * * * *

STATE OF _____

PARISH OR COUNTY OF _____

Before me, the undersigned authority, personally came and appeared (Name) _____

who, first being duly sworn, declared under oath that he/she is the (Title) _____ of

(Company Name) _____ and that all statements and representations made in the foregoing registration are true and correct to the best of his/her knowledge and belief.

Sworn to and subscribed before me on this _____ day of _____, 20_____,

at _____, _____
(City) (State)

(Signature of Notary Public)

(Print name of Notary Public)

Affix Seal

CONFIDENTIAL

AUTHORITY TO OBTAIN INFORMATION FROM OUTSIDE SOURCES

Name:	Social Security #:
	Drivers License #: (Attach legible copies)
Home Address, City, State, Zip Code:	
Date of Birth:	Home Telephone No:
Read the following questions carefully. If the answer is "yes" to any of the questions, attach a full written explanation. Include names, dates, court name and address, case number, judgment amounts.	
Have you ever been convicted of, pleaded guilty to, or entered a plea of Nolo Contendere (no contest) to a felony, including any which may have been expunged, set aside or for which you received a first offense pardon?	() Yes, attach explanation () No
Have you ever been convicted of, pleaded guilty to, or entered a plea of Nolo Contendere (no contest) to any misdemeanor involving theft, fraud, or dishonesty, including any which may have been expunged, set aside or for which you received a first offense pardon?	() Yes, attach explanation () No
Have you ever been refused a license or permit to do business under the provisions of a similar law or subject to any enforcement proceedings by any State or Federal government agency involving the revocation or suspension of any business license or permit, fines or penalties?	() Yes, attach explanation () No
Have you been discharged for cause or been requested to resign from any employment position?	() Yes, attach explanation () No
Have you been the subject of a bankruptcy, assignment for the benefit of creditors, receivership, conservatorship, or any similar proceeding?	() Yes, attach explanation () No
Are there any civil proceedings pending against you or civil judgments entered against you which involve fraud or dishonesty?	() Yes, attach explanation () No
Have any civil judgments been entered against you during the past 10 years?	() Yes, attach explanation () No
I hereby authorize the licensing authority to make inquiries from any financial institution, credit bureau, current and former employers, law enforcement agency and any other person or any agent acting on its behalf, any information they have, including without limitation my creditworthiness, character, ability, business activities, educational background, general reputation, history of my employment, and in the case of former employers, complete reasons for my termination for the purpose of determining my financial responsibility, character and fitness in connection with any renewal or application for a license or registration. I affirm that I have executed this form of my own free will and have read and understand the items and instructions; my answers (including attachments) are true and complete to the best of my knowledge. I understand that I am subject to administrative, civil or criminal penalties if I give false or misleading answers. FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL OR REVOCATION.	
I hereby certify that the information on this form is, to the best of my knowledge, complete and accurate.	
<div style="text-align: right;">_____ Signature</div>	
SUBSCRIBED BEFORE ME ON THIS _____ day of _____, 20 _____.	
AT: _____, _____ (CITY) (STATE or COMMONWEALTH)	
PRINT NAME OF NOTARY PUBLIC:	SIGNATURE OF NOTARY PUBLIC:

**Louisiana State Police
Bureau of Criminal Identification and Information
Baton Rouge, Louisiana**

****FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY****

*****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION*****

******PLEASE PRINT******

Louisiana Office of Financial Institutions

FACILITY OR AGENCY

Michelle Jeansonne

FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE

P.O. Box 94095

MAILING ADDRESS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Baton Rouge, Louisiana 70804

CITY

STATE

ZIP CODE

(225) 925-4660

FACILITY OR AGENCY PHONE NUMBER

Request For: (pick one only)

- ☐ ADULT DAY CARE
- ☐ ADULT RESIDENTIAL
- ☐ ALCOHOL AND BEVERAGE COMMISSION
- ☐ ALCOHOL BEVERAGE OUTLET
- ☐ AMBULANCE SERVICE
- ☐ CASA
- ☐ CONCEALED HANDGUNS
- ☐ CRIMINAL JUSTICE EMPLOYEE
- ☐ DAYCARE
- ☐ DENTISTRY BOARD
- ☐ DEPARTMENT OF LABOR
- ☐ DEPARTMENT OF PUBLIC SAFETY
- ☐ EMPLOYERS
- ☐ FIREFIGHTERS
- ☐ GAMING
- ☐ HOME HEALTH AGENCY
- ☐ HOSPICE
- ☐ IMMIGRATION
- ☐ INTERMEDIATE CARE FACILITY FOR MENTALLY RETARDED
- ☐ JUVENILE DETENTION CENTER
- ☐ DEPARTMENT OF INSURANCE
- ☐ MANUFACTURED HOUSING

- ☐ MEDICAL EXAMINERS
- ☐ NURSING HOME
- ☐ OCS FOSTER/ADOPTIVE
- ☐ OCS PERSONNEL
- ☒ **OFFICE OF FINANCIAL INSTITUTIONS**
- ☐ OFFICE OF PUBLIC HEALTH
- ☐ PHARMACY BOARD
- ☐ POSTSECONDARY EDUCATION
- ☐ PRACTICAL NURSING
- ☐ PRIVATE ADOPTION
- ☐ PRIVATE INVESTIGATORS
- ☐ PRIVATE SECURITY
- ☐ PUBLIC HOUSING
- ☐ PUBLIC TAG AGENT
- ☐ REGISTERED NURSING
- ☐ RELIGIOUS ACTIVISTS
- ☐ RIVERBOAT PILOTS
- ☐ SCHOOL
- ☐ SENATE AND GOVERNMENTAL AFFAIRS
- ☐ TAXI DRIVERS
- ☐ USED MOTOR VEHICLE COMMISSION
- ☐ VOLUNTEERS WORKING WITH CHILDREN

APPLICANTS FULL NAME: _____

****PRINT – USE INK****

LAST

FIRST

MIDDLE

(INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE)

APPLICANTS SIGNATURE: _____

APPLICANTS SOCIAL SECURITY # ____ - ____ - ____ DATE OF BIRTH: __/__/__

DRIVERS LICENSE # _____ & STATE _____ RACE _____ SEX _____

TYPE OF OFI LICENSE APPLIED FOR _____

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above.

Attachment C

NAME: _____

COMPANY: _____

EMPLOYMENT/EXPERIENCE HISTORY FOR THE LAST 10 YEARS

Each sole proprietor, officer, director, partner, member, manager and 10% or greater equity owner of applicant must fill out this form. You may submit your own resume' as long as it includes the information listed below. **Include Month and Year. Include a complete 10 years.** Explain any gaps in work history.
(Attach additional sheets, if necessary).

[illegible]

Attachment D

NAME: _____

COMPANY: _____

RESIDENTIAL ADDRESSES FOR THE LAST 10 YRS

Each sole proprietor, officer, director, partner, member, manager and each 10% or greater equity owner of applicant **must** fill out this form. **Include Month and Year. Include a complete 10 years.** Explain any gaps in residential history. (*Attach additional sheets, if necessary*)

[illegible]

LOUISIANA OFFICE OF FINANCIAL INSTITUTIONS
8660 United Plaza Boulevard, 2nd Floor
Baton Rouge, LA 70809
(225) 925-4660

FINGERPRINT CARD INFORMATION

Act 236 of the 2006 Regular Session of the Louisiana Legislature amended LSA-R.S. 6:121.2 effective June 2, 2006. This section authorizes the Commissioner of Financial Institutions to request and obtain state and national criminal history record information on any person applying for any license with the Office of Financial Institutions, as well as require any applicant for any license to submit two full sets of fingerprints in a form or manner prescribed by the Commissioner as a condition of the Commissioner's consideration of their application.

WHO MUST SUBMIT FINGERPRINT CARDS:

- 1) **Owner(s):** Sole Proprietors; partners and general partners, if partnership; trustees; members and general members, if an LLC; and 10% or greater equity owners.
- 2) **Director(s):** All directors.
- 3) **Officer(s):** Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, President, Executive Vice President(s), Corporate Secretary, Treasurer, or individuals of similar status or function.
- 4) **Repossession Agent(s)**

WHAT MUST BE SUBMITTED:

- 1) Two **original** Form FD 258 fingerprint cards or equivalent which can be obtained from your local law enforcement office. In addition to your fingerprints, the cards must have your Social Security Number, date of birth, printed name, and signature. If submitting cards done electronically (digital cards) the fingerprints on each card should be taken separately instead of taken once and printed out twice. A duplicated card that gets rejected may result in an additional \$39.25 processing fee and will delay the processing of application.
- 2) \$39.25 per person nonrefundable criminal background processing fee made payable to the Office of Financial Institutions. (This fee is in addition to the application fee.)
- 3) Completed Authority to Obtain Information from Outside Sources form, signed and dated and notarized (included in application packet).
- 4) Completed and signed Louisiana State Bureau of Criminal Identification and Information Form (included in application packet).

IMPORTANT NOTICE

Applicants submitting fingerprint cards that are smudged or unreadable will be required to resubmit new cards. This will add to the processing time of the application.

Fingerprints & Background Reports “FAQ”

•What is OFI’s authority to require fingerprints and a FBI background check?

LSA-R.S. 6:121.2(B) states “The commissioner shall have the authority to:

(1) Request and obtain state and national criminal history record information on any person applying for any license with the Office of Financial Institutions.

(2) Require any applicant for any license to submit two full sets of fingerprints, in a form and manner prescribed by the commissioner, as a condition of the commissioner’s consideration of his application...”

• What is my fingerprint card used for?

The fingerprints will be used to check the criminal records of the FBI and Louisiana State Police.

• What happens to my fingerprint cards submitted to OFI?

All fingerprint cards are shredded immediately upon receipt of the criminal history report.

• How is FBI information used?

The criminal history report received from the FBI is reviewed and considered as part of the overall character and fitness evaluation of an individual associated with a licensee regulated by OFI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside OFI. If information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record.

• How do I obtain a copy of, challenge or correct information in my FBI criminal history report?

If you wish to obtain a copy of your FBI criminal history report, challenge information contained therein, correct or update the record as it appears in the FBI’s CJIS Division Records System, be advised that the procedures are set forth in Title 28, CFR, Section 16.34 as cited below:

§ 16.34 Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

"This is a sample letter for your convenience. You may insert appropriate names, dates, titles etc. in the *[bracketed spaces below]* as necessary to accurately complete the letter. Delete these two sentences."

[COMPANY LETTERHEAD]

[ADDRESS]

[Date]

Office of Financial Institution
P.O. Box 94095
Baton Rouge, LA 70804-9095

RE: *[insert agent's name]* - Work History

To the Non-Depository Licensing Section:

This letter is to inform you of *[insert agent's name]* employment history with *[insert company name.]*

[Insert agent's name] has been working as a repossession agent for *[insert company name]* since *[insert date]*. *[Insert agent's name]* has averaged 40-50 hours per week for each year *[he or she]* has worked, which consisted of over 1,000 compensated hours in each of the following years, *[2010, 2011 and 2012]*.

Therefore, I am requesting an approval of *[his or her]* Repossession Agent Application.

Best Regards,

[Signature of Authorized Person]

[Type name of authorized person]
[Authorized person's title with the company]
[Company name]

Certified Recovery Specialist Designation

§1303. Licensing Requirements and Qualifications

D. Repossession Agent

1. To obtain a license as a repossession agent the applicant shall meet the following requirements:
 - e. have received a designation as a certified recovery specialist from a recognized national certification program.

Any one of the following certification programs will be accepted.

- 1) 2 day workshop taught by Michael Howk through R.S.I.G. insurance - contact Michael Howk at 1-800-997-7224 for more information.
- 2) Certified Asset Recovery Specialist Certificate through R.I.S.C. (Matrix Educational system) (you call them, they send you a book, you take the test online).
Call 1-866-996-7472 (Joe Taylor)
- 3) Certified Collateral Recovery Specialist through the Society of Certified Recovery Specialists (you call them, they send a booklet and the test, you send back a check and the test) (you must have 3 years of experience in order to take this test). Call them at 1-800-331-5518.